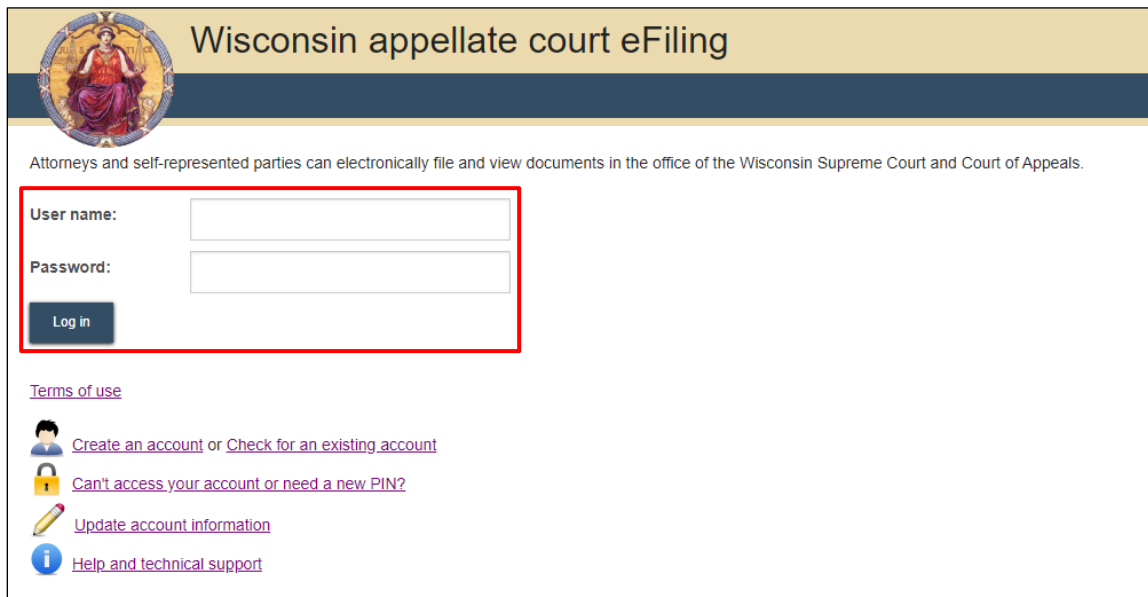


Becoming an electronic party on an existing case (Opting in as a self-represented party)

Self-represented parties on an appeals case can become an electronic notice party on the case in order to file documents on the case electronically. If you are not a party on the case and want to electronically file documents, you can use the **Non-party filing** option on the eFiling website.

Prerequisites: An eCourts account is required to participate in eFiling; refer to **Creating an eCourts account** for additional information. Your eCourts account name must match the name on the appeals case in order to opt in on the case.

1. Prior to opting in as an electronic party on an appeals case, you will need to request an opt in code from the Clerk of the Supreme Court and Court of Appeals office. The clerk will mail you an Electronic Filing Notice that contains the opt in code.
2. When you receive the Electronic Filing Notice form, you can proceed to the Appellate Court eFiling website to opt in.
3. After registering for an eCourts account as a self-represented party, visit the eFiling website at <https://acefiling.wicourts.gov/>. Enter your eCourts user name and password and select the **Log in** button.



4. You can opt in from three places: 1) Select the Opt in button; 2) On the Welcome page, select the **Opt in as an electronic party** hyperlink; 3) On the Welcome page, select the **My cases** hyperlink and then select the **Opt in as an electronic party** hyperlink on the My cases page.



Wisconsin appellate court eFiling

Appeals court Circuit court

new filing in progress my cases **opt in** notifications non-party filing support ready to file Jane Smith

Welcome to the Wisconsin appellate court electronic filing system

This website provides the opportunity for attorneys and self-represented parties to opt in as electronic parties on cases in the office of the Wisconsin Supreme Court and the Court of Appeals.

Once opted in on cases, documents can be electronically filed and viewed.

[File a new case](#)
[In progress](#)
[My cases](#)
[Opt in as an electronic party](#)
[Notifications](#)
[Non-party filing](#)
[Support](#)

5. Enter the **Case Number**. Enter the **Pro Se Opt-in code** from the Electronic Filing Notice form that you received from the Clerk of the Supreme Court and Court of Appeals office. Your name defaults into the **Party** dropdown.



Wisconsin appellate court eFiling

Appeals court Circuit court

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Opt in as an electronic party

Enter the case number for the appellate court case, or read [how to opt in to a case](#).

(Note: Parties representing themselves will need to request an opt in code from the Court of Appeals/Supreme Court office in order to opt in.)

Case number
20ap68

Opt in code
b5494a

Party
x Smith, Jane x

Do you need to file additional documents?
☐ Yes ☒ No

Save Save, opt in on another case Cancel

6. If you need to file any additional documents at this time, select the **Yes** radio button. Select the **Continue** button to display the document upload page.

Do you need to file additional documents?

☒ Yes ☐ No

Continue Cancel

7. If you do not need to file any additional documents, select the **Save** button to proceed to the **Ready to File** page. If you need to opt in on another case, select the **Save and opt in on another case** button.

Do you need to file additional documents?

☐ Yes ☒ No

Save **Save, opt in on another case** Cancel

8. On the **Ready to file** page, mark the checkbox next to the electronic party registration for the case. Click the **File** button.

Wisconsin appellate court eFiling

Appeals court Circuit court

new filing in progress my cases opt in notifications non-party filing support ready to file Jane Smith▼

Ready to file

☒ All filings

☒ Electronic party registration for [2020AP000068](#)
Documents:
[Edit](#) [Delete](#)

File

9. The **Filings submitted** page lets you know that your filing(s) has been submitted successfully.

Wisconsin appellate court eFiling

Appeals court Circuit court

new filing in progress my cases opt in notifications non-party filing support ready to file Jane Smith▼

Filings submitted

Your filing(s) have been submitted successfully to the court

Return to main menu

10. After the Opt in request has been electronically transmitted to the Clerk of the Supreme Court and Court of Appeals, the request will be automatically processed by the Supreme Court/Court of Appeals software. Upon successful opt-in, you will receive an email notifying you that you are now an electronic notice (eNotice) party and the case will display in your **My cases** list. You will now be able to access all electronic documents and eFile documents on the case.